University of Wisconsin La Crosse

WISDM Financial Reporting System User's Manual

University of Wisconsin System WISDM
Wisconsin Data Mart for PeopleSoft Financials

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WISDM System Features

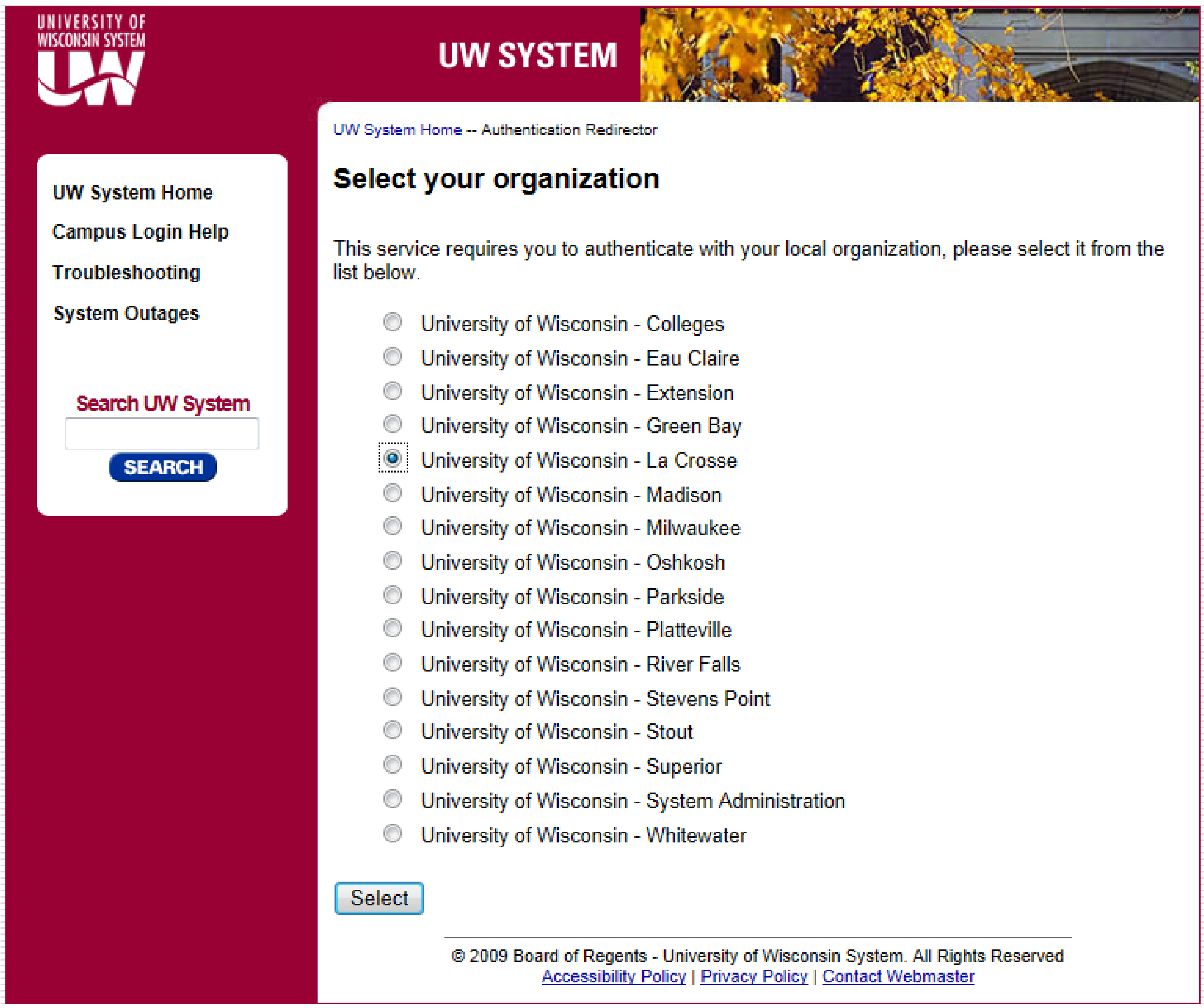
- WISDM = **WIS**consin **D**ata **M**art
- Created by UW-Madison **D**ivision **o**f **I**nformation **T**echnology or DoIT
- It is the University of Wisconsin financial data warehouse
- WISDM is a web-based financial reporting system used by all UW-System campuses
- Detail and summary financial reports can be downloaded into Excel or PDF file formats
- Transaction detail in WISDM is loaded via nightly batch loads from PeopleSoft Shared Financial System or SFS and Human Resource System or HRS. If a batch load fails or is not complete, the information will be listed in the Database Status and an announcement will be posted
- UW-System closes Accounting Periods on the morning of the eighth day in the following month. Accounting transactions from the previous month may not appear on your WISDM detail until the period is closed (Month end status reports should have 'YTD through the previous month' selected as the Time Period for your Report Options on the Account Summary screen)
- WISDM is read-only, you cannot alter the data stored in WISDM, but you can adjust the defaults in your profile to suit your needs
- Purchase orders, vouchers, payments, transfers, internal billings, payroll and other journal detail can be searched and viewed
- The UW-L authorization form (which is required in order to gain access to the system) and this training manual are located on the following website http://www.uwlax.edu/budgetandfinance/WISDM.htm along with a link to the WISDM database

Logging into WISDM

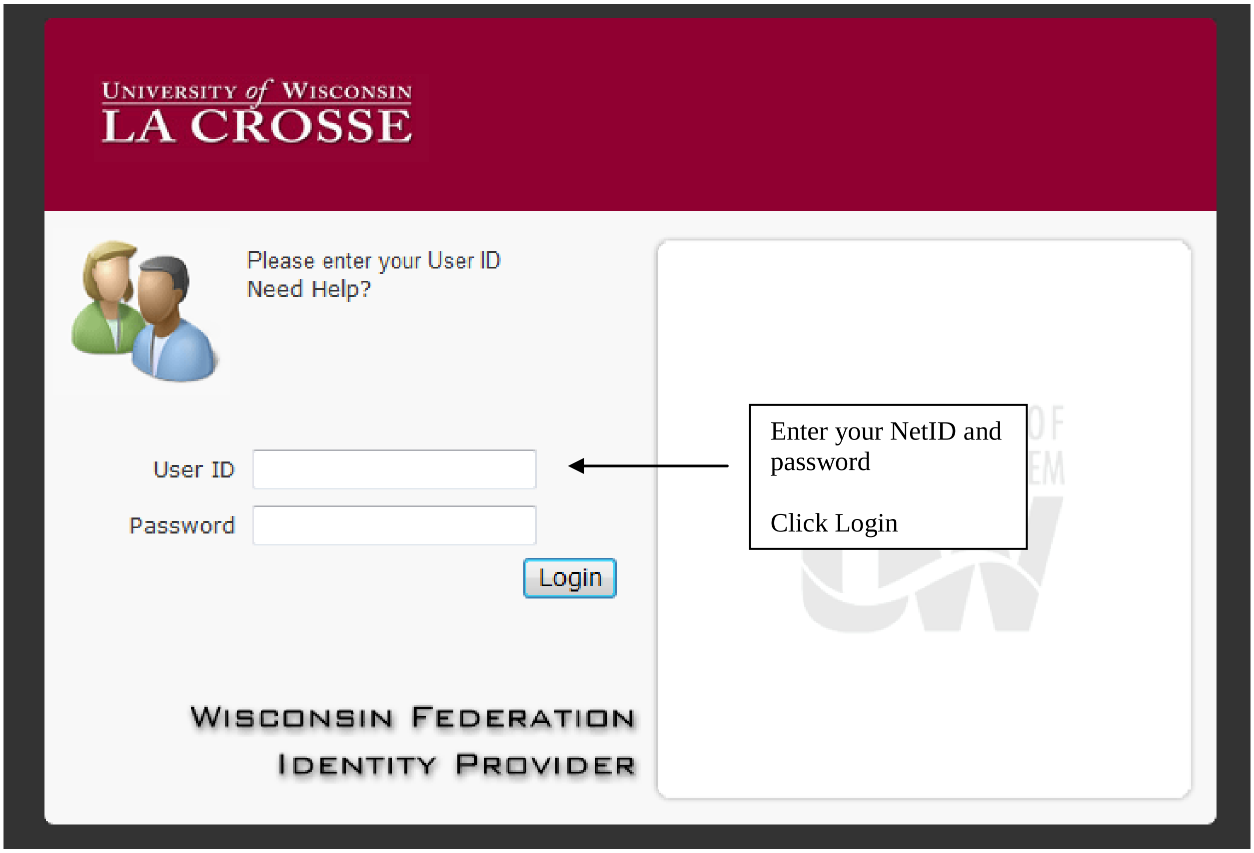
The WISDM database contains the official financial activity for UW-La Crosse and is accessible from the UW-La Crosse Homepage. Use the UW-L Quicklinks dropdown menu – WISDM, to bring up the following screen

Entry to the website will be through this login page. We suggest that you create a bookmark or favorite for this page. The default name assigned is ‘UW System Authentication Redirector’ and can be renamed as you like

Select University of Wisconsin - La Crosse and click the Select button. (If you accidently select the wrong institution, clear your brower’s cache and try again)



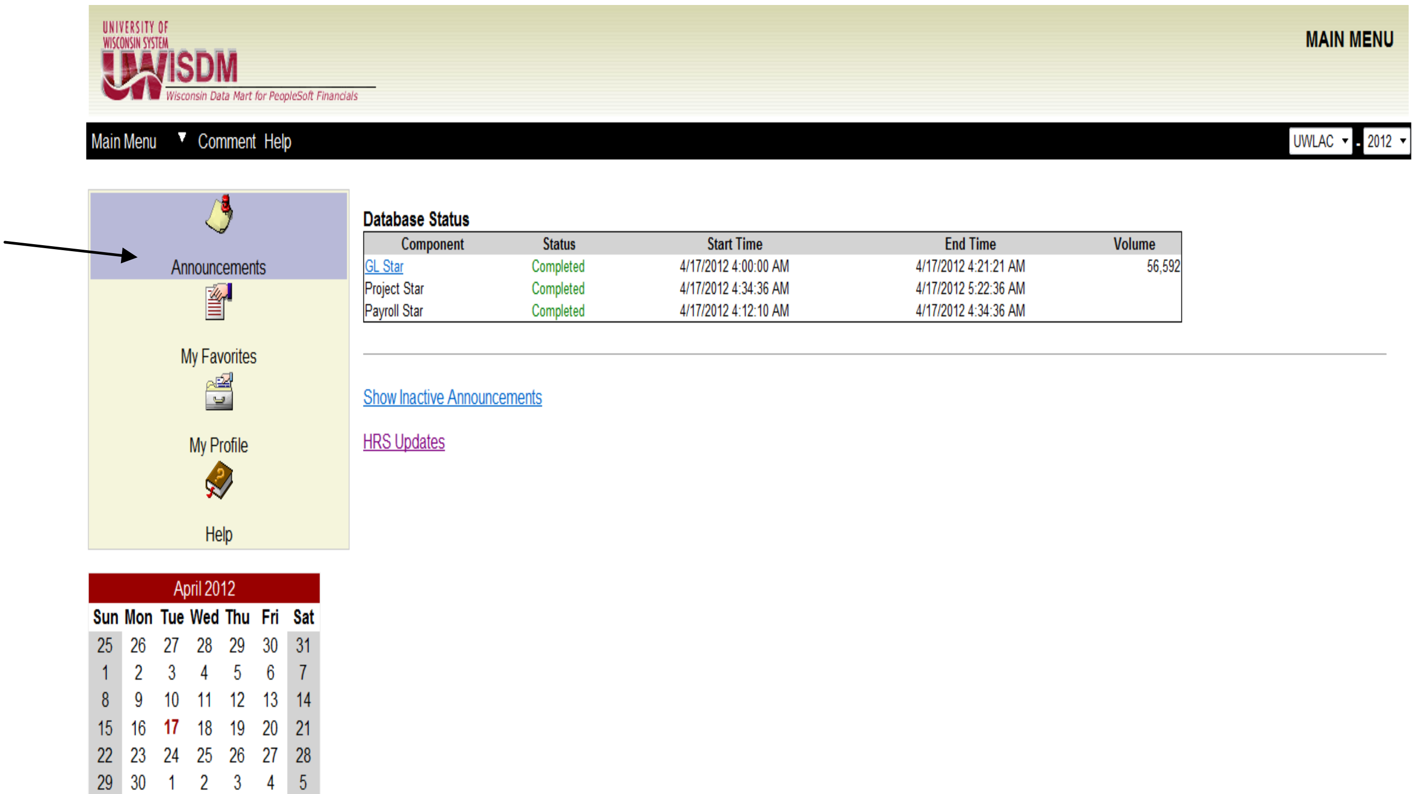
The next step in the login process is to authenticate access through Wisconsin Federation Identity Provider (commonly referred to as WIFed)



Time-Out Feature:
The system has a timeout feature that logs you off after a designated period of inactivity. The current page will not disappear as a result, however when you try to use the page again, you will be taken back to the login page and you will have to log in again

Announcements

The following screenshot is the Announcements screen. This location is commonly used as the default Homepage for the WISDM application:

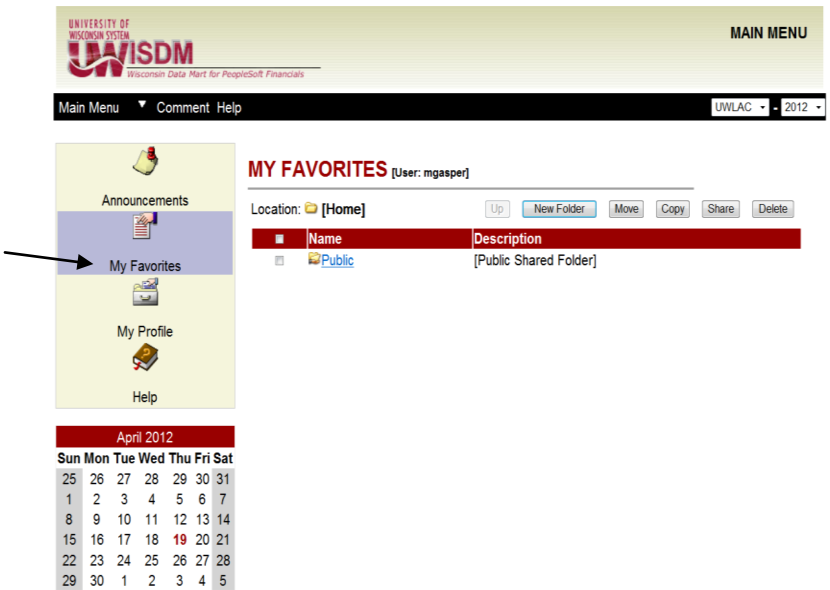


Announcements provides updates about features and enhancements to the system

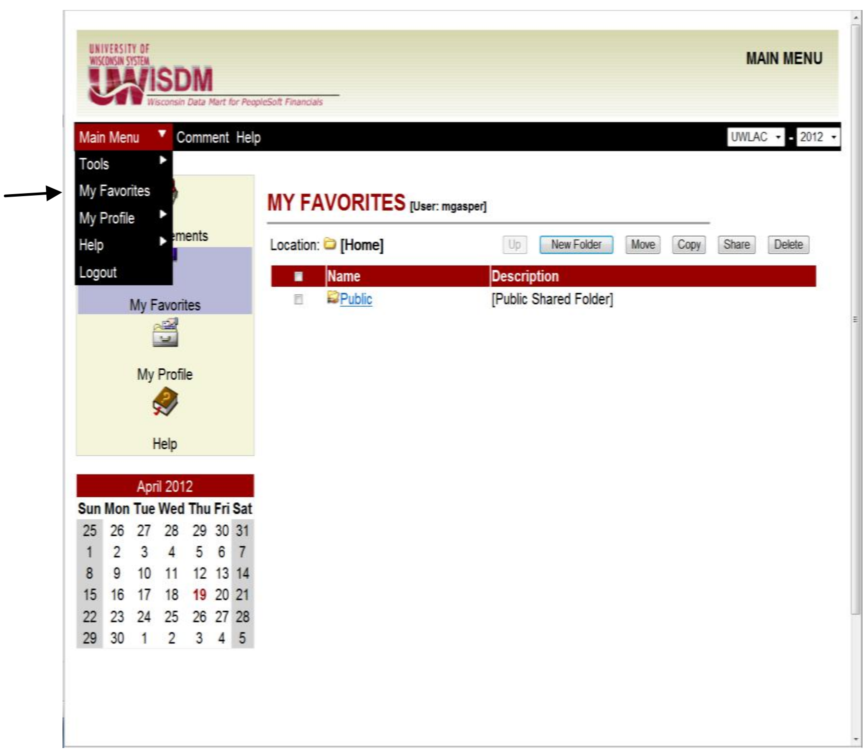
- Database Status indicates the last time the data was refreshed from the PeopleSoft Financials and Human Resource System database components
- Show Inactive Announcements provides an extensive listing of resolved issues
- HRS Updates links to My UW-System webpage where you will find updates regarding the Human Resource System

My Favorites

This screen allows you to manage searches for the department(s) that you have been authorized to access.



- You can also navigate to My Favorites using the Main Menu dropdown box as illustrated below



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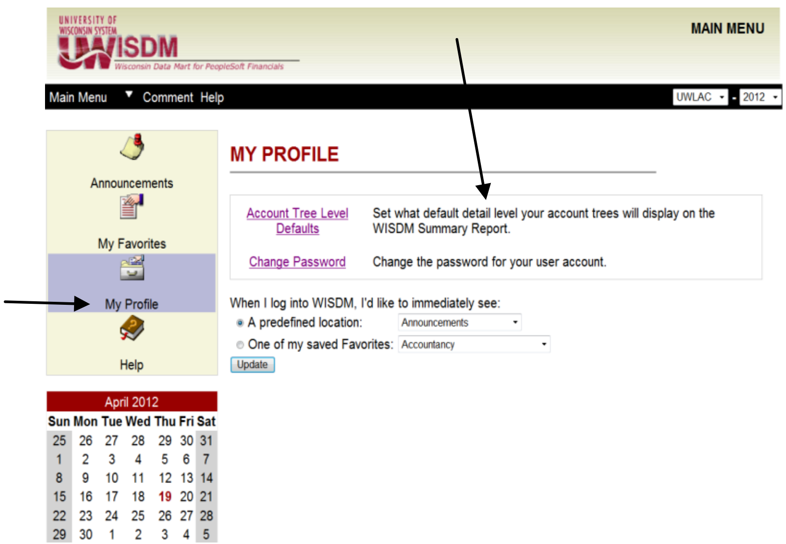
My Profile

- You can change default settings in My Profile depending on the level of detail you want to display in the summary report
- Do not change your logon password in the WISDM application. Your logon will be your NetID user and password

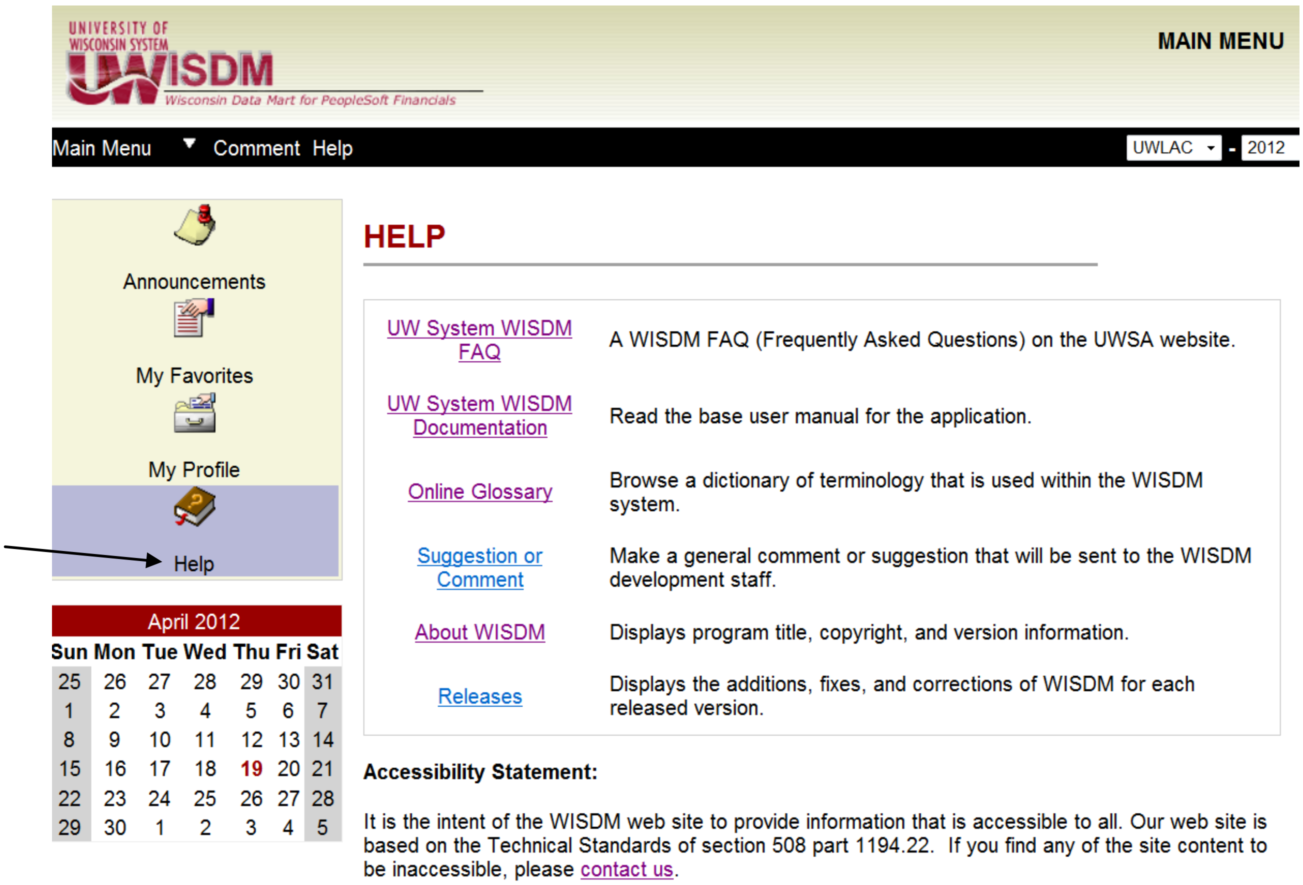


- My Profile can also be accessed through the Main Menu dropdown box
- You can change your Startup page setting on this screen, but **please note**: You may not have permission to use many of the locations listed in the dropdown box in which case you will receive this message when you logon –
    - "*WISDM cannot carry out your request because you do not have the required permissions. To request new permissions, please contact your WISDM administrator. Click here to safely return to the main menu.*"

Generally, new permissions will not be available as they are linked to individual security settings that are established by our campus when your user account is set up

Help

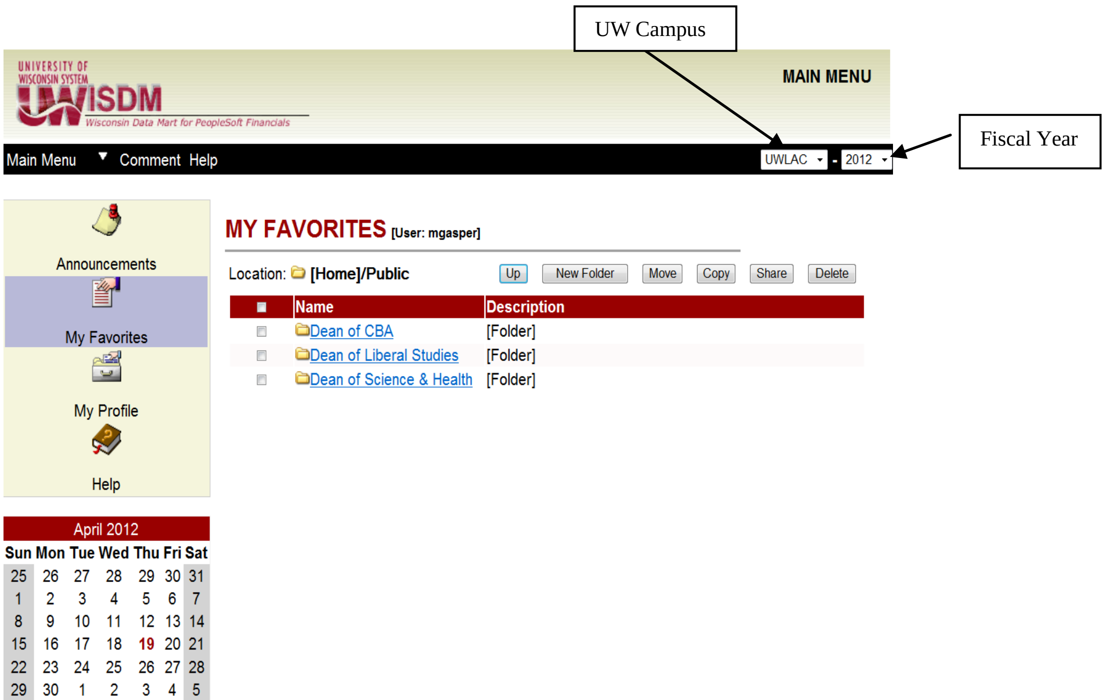
- The Help icon lists a variety of helpful resources, but some of the documentation needs to be updated and UW-System staff is responsible for the content
- Documentation may also pertain to functions that are not available to many UW-L campus users



- You can also access the Help screen by using the Main Menu dropdown box
- The Help link on the Main Menu tool bar opens a window with much of the information that is covered to this point and provides different "Help" than what is found on this screen
- Contact links listed on the WISDM screens will direct you to UW-System DoIT staff and they should <u>not</u> be contacted. If you have questions or need assistance, you should contact UW-L Business Services at 5-8554

Basic Department Search

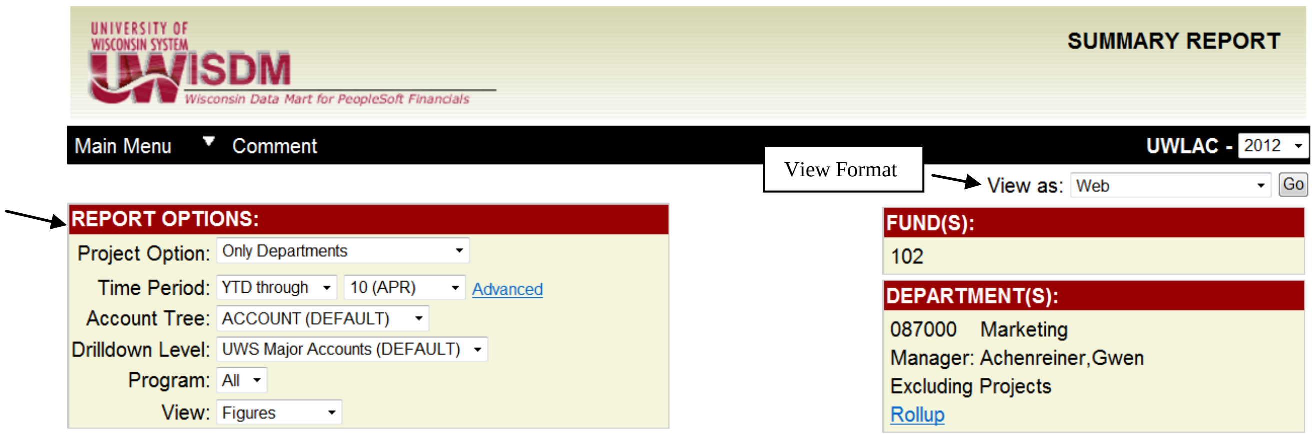
- Our campus UWLAC is listed on the Main Menu Toolbar. The fiscal year defaults to the current year, but the fiscal year can be changed depending on your search criteria. UW-La Crosse converted to WISDM in FY 2007. Any searches of older fiscal year data will not produce reliable results
- Select My Favorites using the icon or from the Main Menu dropdown box and open the Public Folder



- This is the list of the departments that you have been approved to view
- If you are approved for only one department, the summary for that department will open
- **REMEMBER: At the beginning of the fiscal year, department summaries will not appear in WISDM until there has been a transaction posted to the department (i.e. budget, expense, encumbrance or payroll)**

Summary Report Navigation

The Summary report is the report that is created when selecting a department from your list of Favorites. Note that you can click on any of the blue amount links to 'drill down' to the transaction detail information

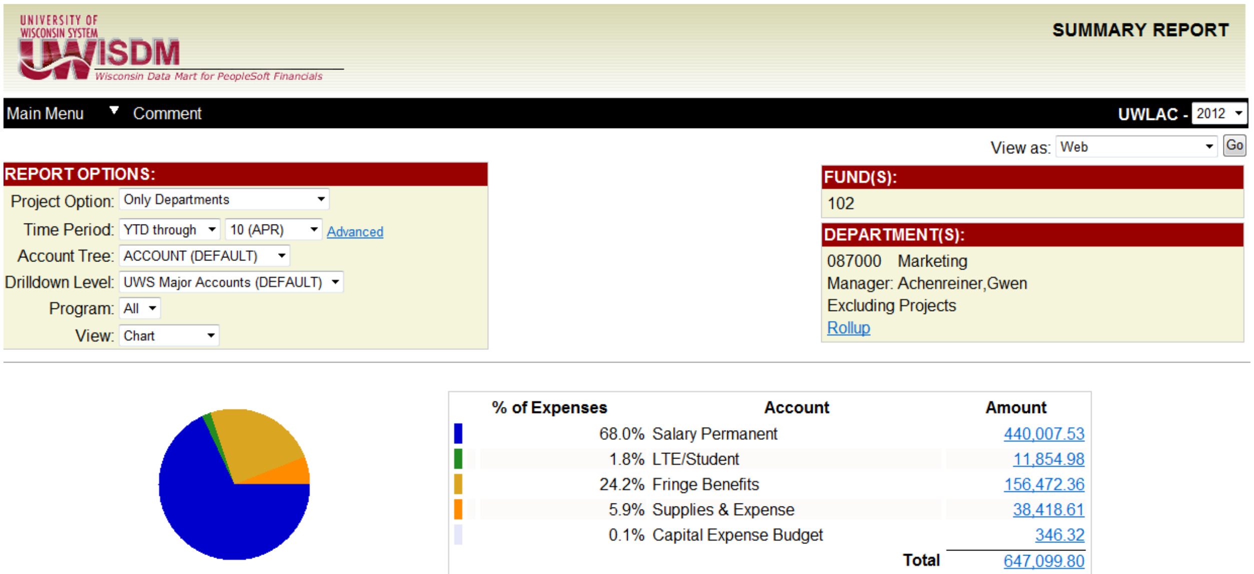


Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Salary Permanent	580,085.00	0.00	440,007.53	123,741.54	16,335.93	97
-- LTE/Student	19,366.00	1,142.06	11,854.98	0.00	7,511.02	61
-- Fringe Benefits	156,431.66	77.11	156,472.36	0.00	-40.70	100
-- Supplies & Expense	46,321.75	1,760.03	38,418.61	200.66	7,702.48	83
-- Capital Expense Budget	0.00	43.29	346.32	173.16	-519.48	
TOTAL	802,204.41	3,022.49	647,099.80	124,115.36	30,989.25	96

Report Options:

- Reports can be viewed in Excel or in a PDF Format, by selecting the "View As" dropdown
- The default is the current fiscal year and accounting period. To change the accounting period, click the drop down option for Time Period in the Report Options section. To change the fiscal year, use the fiscal year drop down box on the Main Menu Toolbar
- Project Option: Select Department Only, Project Only or Both Project and Department. You should usually pick both project and department
- Account Tree: Options include the ACCOUNT view shown above, ACCOUNT_NO_FRINGE, ALL_ACCT_MAJCLASS and EXT_SBDC_REPORT
- Drilldown Level: Levels can be changed to provide additional details for each Account Tree Option. The levels range from 2-4, with level 2 including only the totals, and level 4 providing the most detail lines
- View: Figures or Chart. The default is Figures. Chart View is displayed on the following page

Summary Report - Chart View



UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY REPORT

Main Menu ▼ Comment

UWLAC - 2012

View as: Web Go

REPORT OPTIONS:

Project Option: Only Departments
Time Period: YTD through 10 (APR) Advanced
Account Tree: ACCOUNT (DEFAULT)
Drilldown Level: UWS Major Accounts (DEFAULT)
Program: All
View: Chart

FUND(S):

102

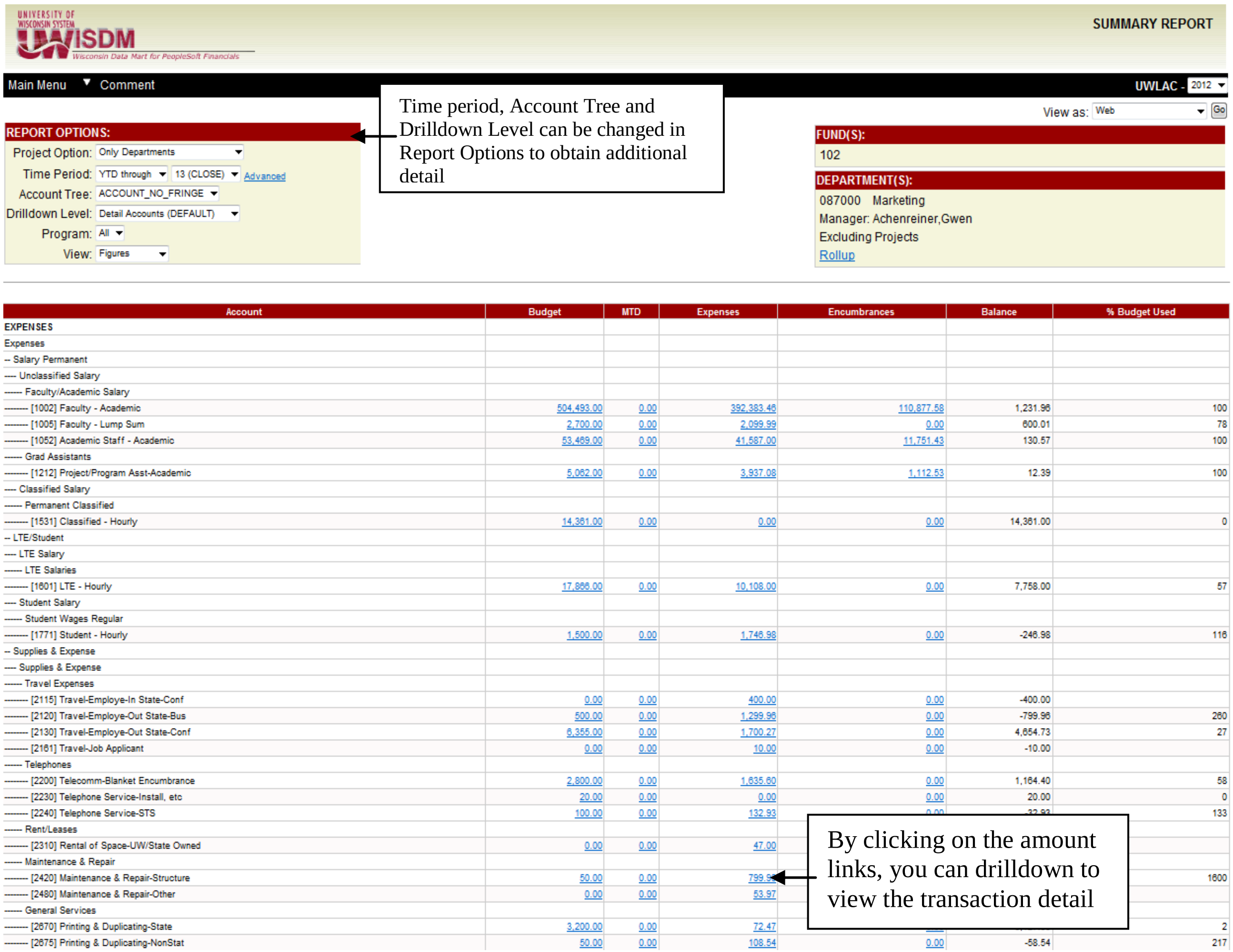
DEPARTMENT(S):

087000 Marketing
Manager: Achenreiner,Gwen
Excluding Projects
Rollup

% of Expenses	Account	Amount
68.0%	Salary Permanent	440,007.53
1.8%	LTE/Student	11,854.98
24.2%	Fringe Benefits	156,472.36
5.9%	Supplies & Expense	38,418.61
0.1%	Capital Expense Budget	346.32
	Total	647,099.80

Transaction Detail Navigation

The Account Tree and Drilldown level have been changed in this view. To get to Summary Detail view click on an expense amount listed on the Summary Report view



SUMMARY REPORT

Main Menu ▼ Comment UWLAC - 2012

Time period, Account Tree and Drilldown Level can be changed in Report Options to obtain additional detail

View as: Web Go

REPORT OPTIONS:

Project Option: Only Departments

Time Period: YTD through 13 (CLOSE) Advanced

Account Tree: ACCOUNT_NO_FRINGE

Drilldown Level: Detail Accounts (DEFAULT)

Program: All

View: Figures

FUND(S):

102

DEPARTMENT(S):

087000 Marketing

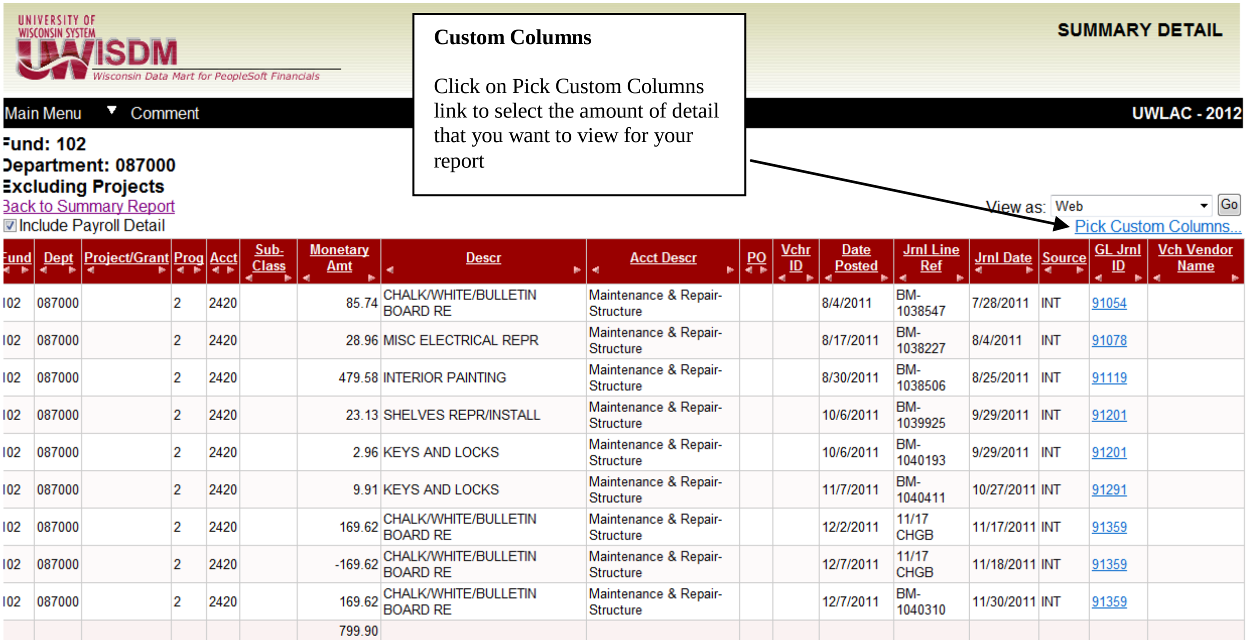
Manager: Achenreiner,Gwen

Excluding Projects

Rollup

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Salary Permanent						
---- Unclassified Salary						
------ Faculty/Academic Salary						
-------- [1002] Faculty - Academic	504,493.00	0.00	392,383.46	110,877.58	1,231.96	100
-------- [1005] Faculty - Lump Sum	2,700.00	0.00	2,099.99	0.00	600.01	78
-------- [1052] Academic Staff - Academic	53,469.00	0.00	41,587.00	11,751.43	130.57	100
------ Grad Assistants						
-------- [1212] Project/Program Asst-Academic	5,062.00	0.00	3,937.08	1,112.53	12.39	100
---- Classified Salary						
------ Permanent Classified						
-------- [1531] Classified - Hourly	14,361.00	0.00	0.00	0.00	14,361.00	0
-- LTE/Student						
---- LTE Salary						
------ LTE Salaries						
-------- [1601] LTE - Hourly	17,866.00	0.00	10,108.00	0.00	7,758.00	57
---- Student Salary						
------ Student Wages Regular						
-------- [1771] Student - Hourly	1,500.00	0.00	1,746.98	0.00	-246.98	116
-- Supplies & Expense						
---- Supplies & Expense						
------ Travel Expenses						
-------- [2115] Travel-Employe-In State-Conf	0.00	0.00	400.00	0.00	-400.00	
-------- [2120] Travel-Employe-Out State-Bus	500.00	0.00	1,299.96	0.00	-799.96	260
-------- [2130] Travel-Employe-Out State-Conf	6,355.00	0.00	1,700.27	0.00	4,654.73	27
-------- [2161] Travel-Job Applicant	0.00	0.00	10.00	0.00	-10.00	
------ Telephones						
-------- [2200] Telecomm-Blanket Encumbrance	2,800.00	0.00	1,635.60	0.00	1,164.40	58
-------- [2230] Telephone Service-Install, etc	20.00	0.00	0.00	0.00	20.00	0
-------- [2240] Telephone Service-STS	100.00	0.00	132.93	0.00	-32.93	133
------ Rent/Leases						
-------- [2310] Rental of Space-UW/State Owned	0.00	0.00	47.00			
------ Maintenance & Repair						
-------- [2420] Maintenance & Repair-Structure	50.00	0.00	[illegible]			1600
-------- [2480] Maintenance & Repair-Other	0.00	0.00	53.97			
------ General Services						
-------- [2670] Printing & Duplicating-State	3,200.00	0.00	72.47			2
-------- [2675] Printing & Duplicating-NonStat	50.00	0.00	108.54	0.00	-58.54	217

By clicking on the amount links, you can drilldown to view the transaction detail



Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
Include Payroll Detail

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Line Ref	Jrnl Date	Source	GL Jrnl ID	Vch Vendor Name
102	087000		2	2420		85.74	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			8/4/2011	BM-1038547	7/28/2011	INT	91054	
102	087000		2	2420		28.96	MISC ELECTRICAL REPR	Maintenance & Repair-Structure			8/17/2011	BM-1038227	8/4/2011	INT	91078	
102	087000		2	2420		479.58	INTERIOR PAINTING	Maintenance & Repair-Structure			8/30/2011	BM-1038506	8/25/2011	INT	91119	
102	087000		2	2420		23.13	SHELVES REPR/INSTALL	Maintenance & Repair-Structure			10/6/2011	BM-1039925	9/29/2011	INT	91201	
102	087000		2	2420		2.96	KEYS AND LOCKS	Maintenance & Repair-Structure			10/6/2011	BM-1040193	9/29/2011	INT	91201	
102	087000		2	2420		9.91	KEYS AND LOCKS	Maintenance & Repair-Structure			11/7/2011	BM-1040411	10/27/2011	INT	91291	
102	087000		2	2420		169.62	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			12/2/2011	11/17 CHGB	11/17/2011	INT	91359	
102	087000		2	2420		-169.62	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			12/7/2011	11/17 CHGB	11/18/2011	INT	91359	
102	087000		2	2420		169.62	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			12/7/2011	BM-1040310	11/30/2011	INT	91359	
						799.90										

Information can be customized to provide the detail in the way you want to view it.

- The columns can be sorted ascending (one click) or descending (two clicks) order by clicking on the underlined heading name of the column
- To move the columns to the right or left, click on the left and right arrows below the column heading
- To customize the screen view of transactions, select PICK CUSTOM COLUMNS in the upper right. See example on page 15
- You can select which columns you wish to see when you are viewing the transaction information in WISDM. Put a check mark in the box next to the information you wish to have displayed. **The recommended columns to select are Fund, Dept, Project, Program, Acct, Sub-Class, Acct Descr, Line Descr, Journal ID, Journal Date, Date Posted, Journal Line Ref, Monetary Amount, PO ID, Voucher ID, and Vchr Vendor Name**. **Invoice Number** & **Invoice Date** are helpful in inquiring about A/P transactions. You may also want to select **Pay Run ID** and **Pay Run Description, Empl ID** and **Empl Rec Nbr** to assist in viewing payroll data Click "Update" to refresh the page with your new selections
- WISDM will take you back to the screen you were previously viewing and display the page with the updated settings
- Any changes you made will be saved, so the next time you use WISDM, your new settings will remain in affect
- If you don't want to save the changes you have made, go back to the original detail screen using the Back button at the top left of your screen or click the "Reset to Defaults" button

Pick Custom Columns

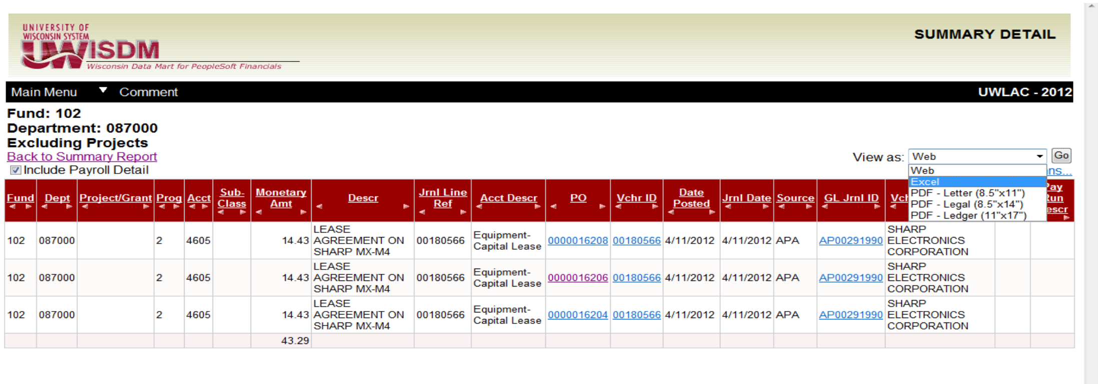
Check the columns you wish to see on the current page, then click "Update" to refresh the page with the new column view. You can also choose "Reset to Defaults" to revert your column profile to the default layout.

Update | Reset to Defaults

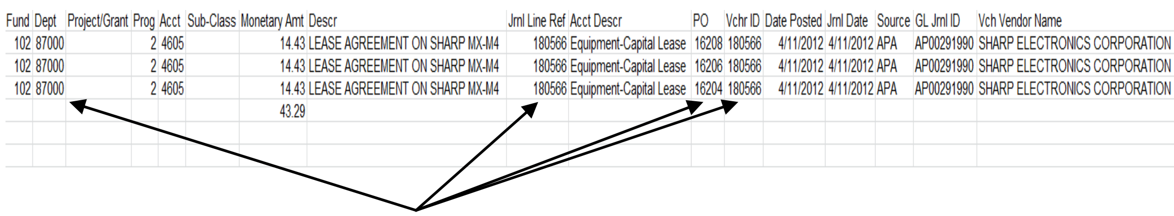
- All Columns
  - Chartfields
    - [x] Fund
    - [x] Dept
    - [x] Project
    - [x] Program
    - [x] Acct
    - [x] Sub-Class
  - Chartfield Descriptions
    - [x] Acct Descr
  - Time
    - [ ] Accounting Period
  - Journals
    - [ ] Ledger
    - [x] Line Descr
    - [ ] System Source
    - [x] Source
    - [x] Journal ID
    - [x] Journal Date
    - [ ] Journal Line
    - [x] Date Posted
    - [x] Journal Line Ref
    - [x] Monetary Amount
  - Purchasing
    - [x] PO ID
    - [ ] PO Date
    - [ ] PO Ref
    - [ ] PO Vendor ID
    - [ ] PO Vendor Name
    - [ ] PO Short Vendor Name
    - [ ] PO Buyer Name
  - Vouchers
    - [x] Voucher ID
    - [ ] Invoice Nbr
    - [ ] Invoice Date
    - [ ] Vchr Vendor ID
    - [x] Vchr Vendor Name
    - [ ] Vchr Short Vendor Name
    - [ ] Leg Invoice Nbr
  - Budget
    - [ ] Leg Bud Tfr
    - [ ] Leg Bud Rsn
    - [ ] Scenario Code
  - Payroll
    - [ ] Legacy Appt ID
    - [ ] Empl ID
    - [ ] Empl Rec Nbr
    - [ ] Empl Class
    - [ ] Empl Class Descr
    - [ ] Job Title
    - [ ] Pay Run ID
    - [ ] Pay Run Descr
    - [ ] Earn Period
    - [ ] Pay Group
    - [ ] Pay Group Descr
    - [ ] Check Dt
    - [ ] Off Cycle Flag
    - [ ] U Ver Nbr

Report Views

- **Web** is the default option and will return the results to the screen

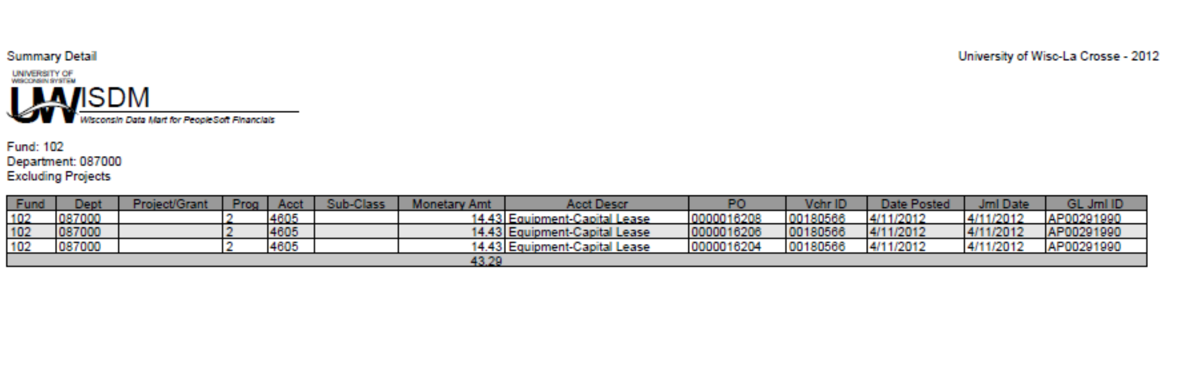


- To view or copy information into an Excel spreadsheet, simply click on **View as Excel** in the upper right corner of the Summary or Detail report
- The spreadsheet will open in Excel. You can save the information in Excel to your computer or network drive just as you save any other file



Please note: Excel will drop every leading "0" in any field that contains a number beginning with "0"

- To view as a PDF file, click on **View as PDF**
- The PDF will open in Adobe Reader. You can save the PDF as you would any other file
- The PDF does not import all columns of information if you select Letter size as indicated below



Voucher Detail Navigation

- Descriptions on Accounts Payable (A/P) expenses are either the PO item description or payment details entered by the A/P staff
- Click on the Voucher ID number in the Vchr ID column to inquire on check payments for a particular invoice or payment request

UNIVERSITY OF WISCONSIN SYSTEM UWISDM Wisconsin Data Mart for PeopleSoft Financials

SUMMARY DETAIL

Main Menu Comment UWLAC - 2012

Click on Voucher ID link

Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
☑ Include Payroll Detail

View as: Web Go
Pick Custom Columns...

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	3195		6,159.54	OFFICE FURNITURE AS PER ATTACH	00167828	Equip & Furnit not Capitalized	0000015399	00167828	7/25/2011	7/25/2011	APA	AP00271965	109386677	STAPLES ADVANTAGE		
102	087000		2	3195		8,279.85	OFFICE FURNITURE AS PER ATTACH	00167829	Equip & Furnit not Capitalized	0000015398	00167829	7/25/2011	7/25/2011	APA	AP00271965	109386676	STAPLES ADVANTAGE		
102	087000		2	3195		12,047.90	MISC. OFFICE FURNITURE FOR WIM	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		147.80	DELIVERY AND INSTALLATION	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9704090211				
102	087000		2	3195		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9702080811				
						27,230.09													

Example of Voucher Detail

UNIVERSITY OF WISCONSIN SYSTEM UWISDM Wisconsin Data Mart for PeopleSoft Financials

VOUCHER 00167828

Main Menu ▼ Comment Help **UWLAC - 2012**

Bus Unit	UWLAC
Invoice No	109386677
Invoice Dt	7/15/2011
Vndr ID	0000071506
Short Vndr Name	STAPLESADV-001
Vndr Name	STAPLES ADVANTAGE
Status	Posted
Due Dt	8/14/2011
Discount Due Dt	
Gross Invoice Amt	6,159.54
Discount Amt	0.00
Freight Amt	0.00
Sales Tax Amt	0.00

Lines

Vchr Line No	Item ID	Qty Vchr'd	UOM	Unit Price	Descr	Merch Amt
1		1	LOT	6,159.5400	OFFICE FURNITURE AS PER ATTACH	6,159.54
						6,159.54

Distribution

Vchr Line No	Distrib Line No	Acct	Fund	Dept	Project/Grant	Prog Code	Sub-Class	Qty Vchr'd	Monetary Amt
1	1	3195	102	087000		2		1	6,159.54
									6,159.54

Payments

Bank Code	Payment Ref	Short Vndr Name	Payment Dt	Payment Amt	Status	Pd Amt
FRSTR	165050	STAPLESADV-001	9/15/2011	26,635.09	Paid	6,159.54
				26,635.09		6,159.54

Check number and date payment was issued

- The vendor's name, invoice number and invoice date are displayed in the header
- The check number is shown under "Payment Ref"
- "Payment Dt" is the date the check was issued
- Payment information will be blank until check is issued in A/P
- The gross amount of the invoice is listed in the header and under Lines and Distribution, but the actual Payment Amount may be different if additional invoices were paid on the same check

Procurement Card Expense Details

- Procurement Card expenses are loaded to SFS biweekly via a file from US Bank
- We assign a four digit journal prefix beginning with "97"followed by 00-25 The last six digits of the journal ID number are the date that the billing period closed and the file was created by US Bank (MMDDYY)
- The original journal date is same as the date in the journal ID number and the date of the US Bank Statement for the cycle of charges
- All Procurement Card expense transfers (to correct account # or transfer expense to a different department) are processed with the original journal ID # and the current date
- The Descr for the expense is the vendor name followed by a four digit MMDD designation for the date of the purchase
- The ten digit Journal Line Ref is the name of the procurement cardholder

UNIVERSITY OF WISCONSIN SYSTEM UWISDM Wisconsin Data Mart for PeopleSoft Financials

SUMMARY DETAIL

Main Menu ▼ Comment UWLAC - 2012

Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
☑ Include Payroll Detail

View as: Web Go
Pick Custom Columns...

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	3101		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Supplies-Office			8/18/2011	8/8/2011	INT	9702080811				
102	087000		2	3101		73.58	OFFICE DEPOT #405 0801	ACHENREINE	Supplies-Office			8/18/2011	8/8/2011	INT	9702080811				
102	087000		2	3101		-300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9702080811				
102	087000		2	3101		240.00	AMERICAN MARKETING ASSOC 0815	ACHENREINE	Supplies-Office			8/22/2011	8/19/2011	INT	9703081911				
102	087000		2	3101		88.39	STAPLESCONTRACTCOMMERCIAL 0809	ACHENREINE	Supplies-Office			8/22/2011	8/19/2011	INT	9703081911				
102	087000		2	3101		99.00	CRAIN SUBSCRIPTIONS 0815	ACHENREINE	Supplies-Office			8/22/2011	8/19/2011	INT	9703081911				
102	087000		2	3101		-99.00	CRAIN SUBSCRIPTIONS 0815	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9703081911				
102	087000		2	3101		-240.00	AMERICAN MARKETING ASSOC 0815	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9703081911				
102	087000		2	3101		40.00	BLP*BUSINESS WEEK 0825	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211				
102	087000		2	3101		99.98	OFFICE DEPOT #405 0823	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211				
102	087000		2	3101		30.00	TWX*TIME MAGAZINE 0824	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211				
102	087000		2	3101		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211				
102	087000		2	3101		19.65	STAPLESCONTRACTCOMMERCIAL 0818	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211				
102	087000		2	3101		-295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9704090211				

Original Expense

Expense Transferred to different account, see next diagram

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	3195		6,159.54	OFFICE FURNITURE AS PER ATTACH	00167828	Equip & Furnit not Capitalized	0000015399	00167828	7/25/2011	7/25/2011	APA	AP00271965	109386677	STAPLES ADVANTAGE		
102	087000		2	3195		8,279.85	OFFICE FURNITURE AS PER ATTACH	00167829	Equip & Furnit not Capitalized	0000015398	00167829	7/25/2011	7/25/2011	APA	AP00271965	109386676	STAPLES ADVANTAGE		
102	087000		2	3195		12,047.90	MISC. OFFICE FURNITURE FOR WIM	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		147.80	DELIVERY AND INSTALLATION	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9704090211				
102	087000		2	3195		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9702080811				

Purchase Order Detail Navigation

UNIVERSITY OF WISCONSIN SYSTEM UWISDM
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY DETAIL

Main Menu Comment UWLAC - 2012

Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
Include Payroll Detail

Click on PO link on the Summary Detail to see the Purchase Order detail

View as: Web Go
Pick Custom Columns...

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	3195		6,159.54	OFFICE FURNITURE AS PER ATTACH	00167828	Equip & Furnit not Capitalized	0000015399	00167828	7/25/2011	7/25/2011	APA	AP00271965	109386677	STAPLES ADVANTAGE		
102	087000		2	3195		8,279.85	OFFICE FURNITURE AS PER ATTACH	00167829	Equip & Furnit not Capitalized	0000015398	00167829	7/25/2011	7/25/2011	APA	AP00271965	109386676	STAPLES ADVANTAGE		
102	087000		2	3195		12,047.90	MISC. OFFICE FURNITURE FOR WIM	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		147.80	DELIVERY AND INSTALLATION	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9704090211				
102	087000		2	3195		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9702080811				
						27,230.09													

Example of Purchase Order Detail

UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials

PURCHASE ORDER 0000015399

Main Menu ▼ Comment Help UWLAC - 2012

PO Date	5/23/2011
PO Ref	15-42594-900
Vndr ID	0000071506
Vndr Name	STAPLES ADVANTAGE
Vndr Short Name	STAPLESADV-001
PO Status	Dispatched
PO Balance	94.79
Buyer Name	HYZER, GERALD

Lines

Line No	Item Descr	Category ID	UOM	Qty	Monetary Amt	Status
1	OFFICE FURNITURE AS PER ATTACHED QUOTE #0005108824.	42503	LOT	1	6,254.33	Active
					6,254.33	

Distribution

Line No	Sched No	Acct	Fund	Dept	Project/Grant	Prog Code	Sub-Class	PO Qty	Status	Merch Amt
1	1	3195	102	087000		2		0	Open	6,254.33
1	1	3195	102	087000		2		1	Canceled	0.00
										6,254.33

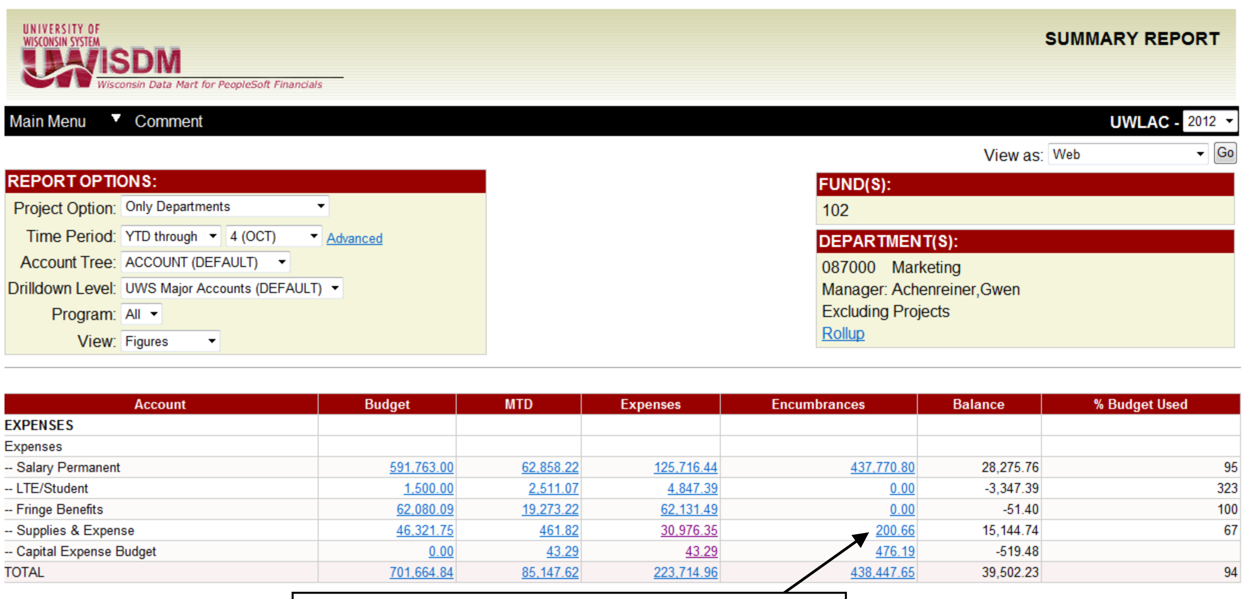
Invoices

Sched No	Voucher ID	Payment Dt	Line No	Qty Vchr'd	Merch Amt
	00167828	9/15/2011	1	1	6,159.54
					6,159.54

- Vendor name and Vendor ID number are listed in the header
- PO Ref is the vendor contract number or sealed bid number
- Current PO balance is the amount that is still encumbered for the PO
- PO Lines display purchase details
- Distribution lists the department and account that will be charged for the item(s) on the PO
- Invoices received and paid are displayed with a link to the voucher payment
- The Invoice information will be blank until an invoice is received and the voucher is entered by A/P

Encumbrance Navigation

- An encumbrance is a financial claim against the budget
- When Purchase orders are processed, an encumbrance is created to reserve funds for the purchase


UNIVERSITY OF WISCONSIN SYSTEM UWISDM Wisconsin Data Mart for PeopleSoft Financials

SUMMARY REPORT

Main Menu | Comment | UWLAC - 2012

View as: Web | Go

REPORT OPTIONS:

Project Option: Only Departments
Time Period: YTD through 4 (OCT) Advanced
Account Tree: ACCOUNT (DEFAULT)
Drilldown Level: UWS Major Accounts (DEFAULT)
Program: All
View: Figures

FUND(S):
102

DEPARTMENT(S):
087000 Marketing
Manager: Achenreiner,Gwen
Excluding Projects
Rollup

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Salary Permanent	591,763.00	62,858.22	125,716.44	437,770.80	28,275.76	95
-- LTE/Student	1,500.00	2,511.07	4,847.39	0.00	-3,347.39	323
-- Fringe Benefits	62,080.09	19,273.22	62,131.49	0.00	-51.40	100
-- Supplies & Expense	46,321.75	461.82	30,976.35	200.66	15,144.74	67
-- Capital Expense Budget	0.00	43.29	43.29	476.19	-519.48	
TOTAL	701,664.84	85,147.62	223,714.96	438,447.65	39,502.23	94

Click on the encumbrance amount to display details about the encumbrance

Example of Encumbrances

SUMMARY DETAIL

Main Menu ▼ Comment UWLAC - 2012

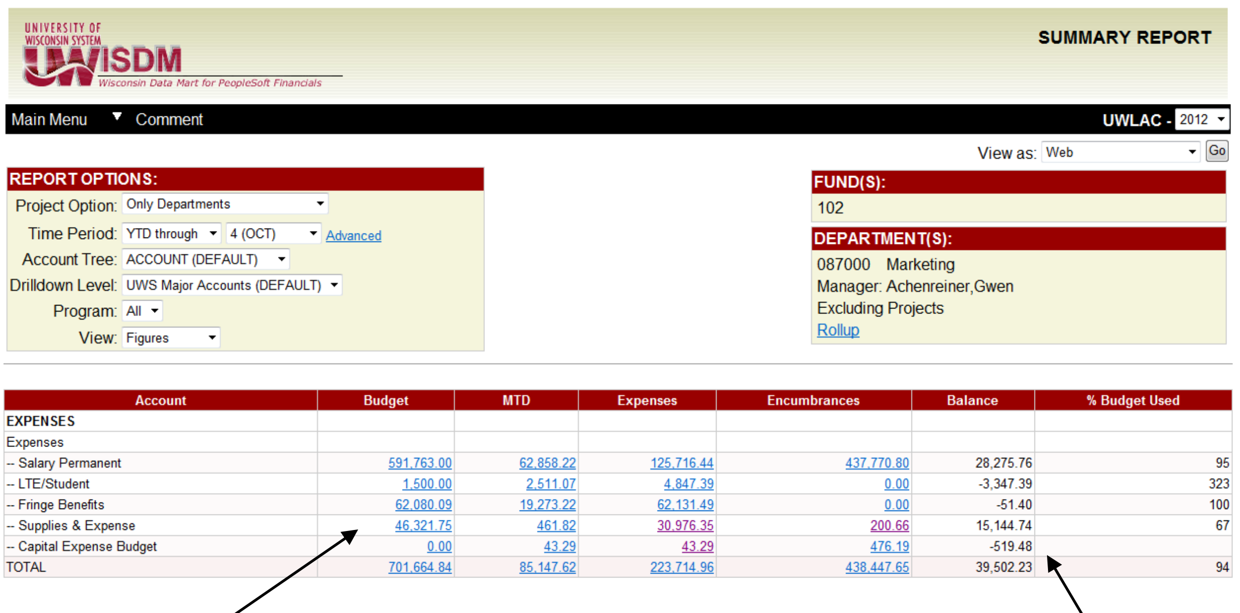
Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
☑ Include Payroll Detail

View as: Web Go
Pick Custom Columns...

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	3195		147.80		0000015313	Equip & Furnit not Capitalized	0000015313		7/8/2011	7/8/2011	POE	0078019637				
102	087000		2	3195		12,047.90		0000015313	Equip & Furnit not Capitalized	0000015313		7/8/2011	7/8/2011	POE	0078019637				
102	087000		2	3195		6,254.33		0000015399	Equip & Furnit not Capitalized	0000015399		7/8/2011	7/8/2011	POE	0078019667				
102	087000		2	3195		8,385.72		0000015398	Equip & Furnit not Capitalized	0000015398		7/8/2011	7/8/2011	POE	0078019666				
102	087000		2	3195		-8,279.85		00167829	Equip & Furnit not Capitalized	0000015398	00167829	7/25/2011	7/25/2011	POL	0078073541	109386676	STAPLES ADVANTAGE		
102	087000		2	3195		-6,159.54		00167828	Equip & Furnit not Capitalized	0000015399	00167828	7/25/2011	7/25/2011	POL	0078073540	109386677	STAPLES ADVANTAGE		
102	087000		2	3195		-147.80		00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	POL	0078073542	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		-12,047.90		00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	POL	0078073542	109386675	STAPLES ADVANTAGE		
						200.66													

- PO creation will encumber funds using journal Source code POE
- When a voucher is entered, it will show up as a negative amount under the “Monetary Amt” column. The original encumbrance will then be reduced or liquidated (POL journal source code) by the amount of the invoice or the total PO amount if items were billed for less than PO price
- Encumbrance entries do not become expenses to a department until the voucher is entered in SFS

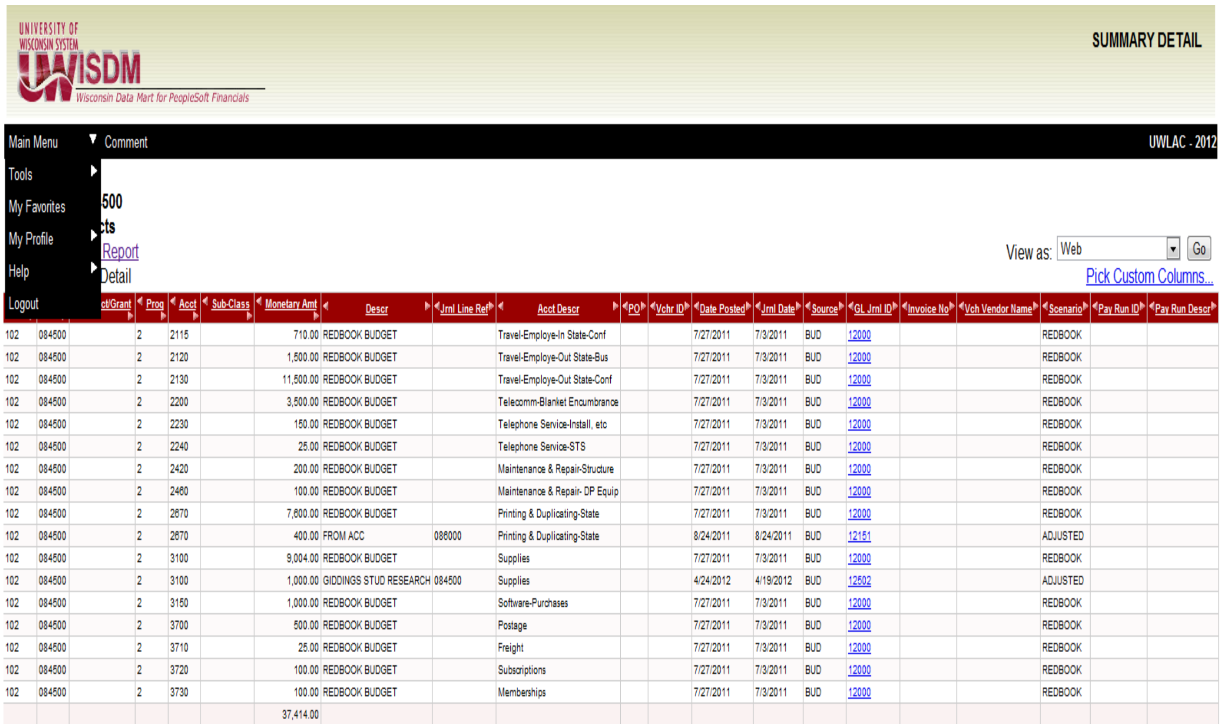
Budget Navigation



Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Salary Permanent	591,763.00	62,858.22	125,716.44	437,770.80	28,275.76	95
-- LTE/Student	1,500.00	2,511.07	4,847.39	0.00	-3,347.39	323
-- Fringe Benefits	62,080.09	19,273.22	62,131.49	0.00	-51.40	100
-- Supplies & Expense	46,321.75	461.82	30,976.35	200.66	15,144.74	67
-- Capital Expense Budget	0.00	43.29	43.29	476.19	-519.48	
TOTAL	701,664.84	85,147.62	223,714.96	438,447.65	39,502.23	94

- Shown above are the major budget lines that Business Services balance to at year-end
- To see the budget detail, click on a number under the “Budget” column
- The following screen shows the details of the Supplies & Expense figure

Example of Budget Detail



		ct/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Scenario	Pay Run ID	Pay Run Descr
102	084500		2	2115		710.00	REDBOOK BUDGET		Travel-Employe-In State-Conf			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2120		1,500.00	REDBOOK BUDGET		Travel-Employe-Out State-Bus			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2130		11,500.00	REDBOOK BUDGET		Travel-Employe-Out State-Conf			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2200		3,500.00	REDBOOK BUDGET		Telecomm-Blanket Encumbrance			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2230		150.00	REDBOOK BUDGET		Telephone Service-Install, etc			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2240		25.00	REDBOOK BUDGET		Telephone Service-STS			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2420		200.00	REDBOOK BUDGET		Maintenance & Repair-Structure			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2460		100.00	REDBOOK BUDGET		Maintenance & Repair- DP Equip			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2670		7,600.00	REDBOOK BUDGET		Printing & Duplicating-State			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	2670		400.00	FROM ACC	086000	Printing & Duplicating-State			8/24/2011	8/24/2011	BUD	12151			ADJUSTED		
102	084500		2	3100		9,004.00	REDBOOK BUDGET		Supplies			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	3100		1,000.00	GIDDINGS STUD RESEARCH	084500	Supplies			4/24/2012	4/19/2012	BUD	12502			ADJUSTED		
102	084500		2	3150		1,000.00	REDBOOK BUDGET		Software-Purchases			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	3700		500.00	REDBOOK BUDGET		Postage			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	3710		25.00	REDBOOK BUDGET		Freight			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	3720		100.00	REDBOOK BUDGET		Subscriptions			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
102	084500		2	3730		100.00	REDBOOK BUDGET		Memberships			7/27/2011	7/3/2011	BUD	12000			REDBOOK		
						37,414.00														

- The operating budget will show up with a description of Redbook Budget. If the Scenario Column is selected, the Budget Scenario “Redbook” will display for the approved operating budget.
- Line items that display “Adjusted” in the Scenario column are budget adjustments to the Department made from the Dean or Director’s Office

Salary Budget

UNIVERSITY OF WISCONSIN SYSTEM UWISDM
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY DETAIL

Main Menu ▼ Comment UWLAC - 2012

Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
☑ Include Payroll Detail

View as: Web Go
Pick Custom Columns...

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	1052		$,$$$.00	Employee Name	Empl Id / Rec#	Academic Staff - Academic			7/27/2011	7/2/2011	BUD	12000				
102	087000		2	1052		$,$$$.00	Employee Name	Empl Id / Rec#	Academic Staff - Academic			7/27/2011	7/2/2011	BUD	12000				
102	087000		2	1052		$,$$$.00	Employee Name	Empl Id / Rec#	Academic Staff - Academic			7/27/2011	7/2/2011	BUD	12000				
						$,$$$.00													

- The Salary budget represents employees and positions budget within the department for the current fiscal year

Salary Encumbrance

UNIVERSITY OF WISCONSIN SYSTEM
UW WISDM
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY DETAIL

Main Menu ▼ Comment **UWLAC - 2012**

Fund: 102
Department: 087000
Excluding Projects
Back to Summary Report
☑ Include Payroll Detail

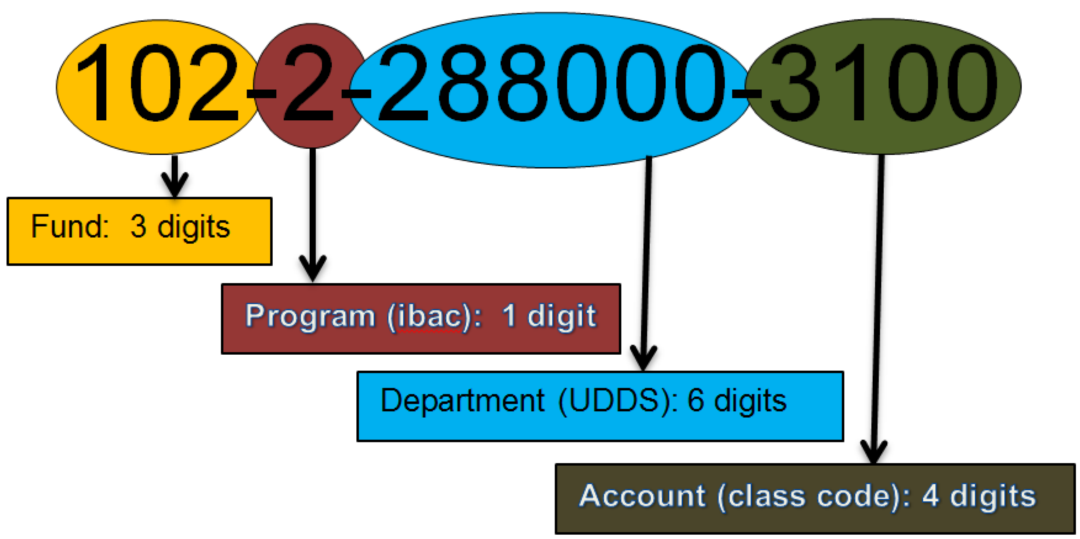
View as: Web Go
Pick Custom Columns...

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	1052		3,243.96	Employee Name	ENCUMB	Academic Staff - Academic			8/29/2011	8/29/2011	HRS	PE00000049			ENCUMB	ENCUMBRANCE SUMMARY
102	087000		2	1052		53,469.00	Employee Name	ENCUMB	Academic Staff - Academic			8/29/2011	8/29/2011	HRS	PE00000049			ENCUMB	ENCUMBRANCE SUMMARY
102	087000		2	1052		-3,243.96	Employee Name	ENCUMB	Academic Staff - Academic			9/12/2011	9/11/2011	HRS	PE00000056			ENCUMB	ENCUMBRANCE SUMMARY
102	087000		2	1052		-5,941.00	Employee Name	2011UNC09	Academic Staff - Academic			9/27/2011	9/23/2011	HRS	PP00000035			2011UNC09	20110821-201110012011 Unclassified September
102	087000		2	1052		-130.57	Employee Name	ENCUMB	Academic Staff - Academic			10/17/2011	10/17/2011	HRS	PE00000083			ENCUMB	ENCUMBRANCE SUMMARY
102	087000		2	1052		-5,941.00	Employee Name	2011UNC10	Academic Staff - Academic			10/21/2011	10/21/2011	HRS	PP00000039			2011UNC10	20110921-201110312011 Unclassified October
						41,456.43													

- The budgeted amounts are encumbered by HRS as a salary encumbrance
- As an employee is paid, the encumbrance liquidation will post as a negative amount in the “Monetary Amt” column and the original salary encumbrance will be reduced

Definitions and Descriptions

Our accounting string consists of the following:



Fund

- A fund is the classification that designates the source of funding. Fund accounting classifies all resources into funds according to specific limitations placed on their use by the resource providers.
- Our funds are three digits. The following are examples and definitions of the most common funds used by UW-L:
    - 102 – General Program Revenue (GPR) Funds are a combination of tuition and State of Wisconsin revenues for general program operations. This funding comes in the form of budget authority to incur expenses for operations. You will not see revenue in this fund other than sales credits associated with chargebacks. Carryover is not allowed in individual departments, some exemptions apply
        - Sales credit example would be department receiving support from the Dean, Provost or support of a sponsored program
    - 104 - These funds (GPR) are received from UW-Extension for general program operations. Programs utilizing these funds are operated by Continuing Education or Business Outreach. Fund 104 often has the requirement to raise revenue in addition to the budget authority received from UW-Extension. Carryover is not allowed
    - 128 - These are program revenue (PR) funds. In general, these funds are to be used for the following: ongoing, self-supporting operations that furnish goods and services to students, faculty, or staff. Examples include housing, food service, parking, operations supported by student segregated fees, study abroad, special course fees and late payment fees. Carryover is allowed
    - 131 - Academic Student Fees-Tuition, Growth Quality & Access (GQA) Differential Tuition, Academic Initiatives Differential Tuition and other self-supporting academic programs
    - 133 - Grants and Contract Appropriation identifying non-federal revenue and expenditure activities related to private contracts and grants
    - 136 - A program revenue (PR) fund for revenues not specifically appropriated to another fund. It is intended to be used for general operations. Carryover is allowed
    - 144 - Federal grant revenue and expenditure activities related to federally funded grants and contracts awarded primarily for Instruction, Research or Public Service
    - 145 - This is the federal portion of funding for the Federal Work Study (FWS) program which pays for eligible student workers
    - 150 - Appropriation for indirect cost reimbursement from federal grants and contracts. Carryover may be allowed
    - 233 - This fund is used for gifts received by the campus
    - 402 - GPR funds used with recruitment, retention and precollege of minority and disadvantaged students. Carryover is not allowed

- Example: **<u>102</u>**-2-282200-3100 is funded by GPR Funds

Program

Our program codes (formerly known as IBAC, or interim budget activity code) are classified by function of the department, which provides the greatest comparability of data between institutions. The following are the program codes we use:

- 0 Student Services
- 1 Institutional Support
- 2 Instruction
- 4 Research
- 5 Public Service
- 6 Academic Support
- 7 Physical Plant
- 8 Auxiliary Enterprises
- 9 Financial Aid

- Example: 102-**2**-282200-3100 is an academic department and the program designates the function as Instruction

Department

- The department account consists of six numbers. The first two numbers are the campus division. The UWL divisions are:
    - 01 - Executive
    - 02 – Academic Affairs
    - 04 - Student Affairs
    - 05 - University Advancement and External Relations
    - 07 - Administration and Finance
    - 08 - College of Business
    - 28 - College of Liberal Studies
    - 36 - College of Science and Health
- The next two numbers are the department and the last two are sub department. The department is also known as the unit division, department and sub department (sometimes referred to as UDDS)
- Example: 102-2-**282200**-3100 is from the division of the College of Liberal Studies, art department 22, and the sub department is 00.

Accounts

Revenue or expenditures are classified by class codes, which PeopleSoft refers to as account

A brief listing of commonly used account codes include:

- Travel - Employee Reportable Meals 2101
- Travel - Non Employee, Job Appl, Student 2162
- Travel Employee - In State Business 2100
- Travel Employee - In State Conference 2115
- Travel Employee - Out of State Business 2120
- Travel Employee - Out of State Conference 2130
- Services – Professional, Individual, Corp 2620
- Supplies 3100
- Office Supplies 3101
- Maint/Operational Supplies 3120
- Postage 3700
- Subscriptions 3720
- Memberships 3730
- Advertising & Notices 3740
- Printing and Duplicating 2670

- Example: 102-2-282200-**3100** is for supplies.

Journal Source Codes & Journal ID Prefix Definitions

Detail Journals in WISDM are initiated from various sources. The Source Code and "GL Jrnl ID" (Journal ID) prefix listing provides a brief explanation for each

Source	Journal ID prefix	Description	Use
APA	AP	A/P Accrual	Voucher Payment
APC	AP	A/P Cancel	
APX	AP	A/P Closure	
PMT	PY	A/P Payment	Check Issued
POC	PO	Encumbrance Closure	
POE	PO	Encumbrance	Purchase Order
POL	PO	Encumbrance Reversal	Liquidation of Purchase Order
HRS	PJ	Salary Expense	Initial Payroll
HRS	FB	Fringe Benefit Expense	Initial Payroll Fringes
HRS	PT	Payroll or Fringe Transfer	Result of Direct Retro
HRS	PE	Payroll Encumbrance	Original or Adjustment
HRS	PP	Payroll Liquidation	Payroll Posting
BUD	12*	Journal ID begins with FY*	Redbook Budget and Adjustments
IUT	IUT	Inter-unit Transfer	Payroll Deduction payments
IUJ	IUJ	Inter-unit Journal	UW-System
INT	Various	Internal Transfers and Chargebacks	UW-L Accounting Staff
INT	21	Financial Aid	
INT	90	Revenue Distribution	
INT	91	Expense and Revenue	Transfers and Chargebacks
INT	97	Procurement Card Expenses	Procard charge and transfer

“Jrnl Line Ref” Definitions

The Journal Line Reference field provides information in addition to what is listed in the Description or the Pay Run Description

Type of Charge	Information in Jrnl Line Ref
Postage (Weekly or Postage Due)	Date or range of charge
Phone Charge (Monthly & LD)	Phone number
Campus Stores	Date orders were closed
Procurement Card Charge & Transfer	Cardholder name
Facilities Management Work Orders	Work Order Number starts with
Building Maintenance	BM-
Solid Waste/Trash	SW-
Custodial Services	CU-
Landscape Services	LS-
Passenger Fleet	PF-
Copier Chargebacks	Number of copies
Internal Chargebacks (Various)	Invoice or work order number
Voucher payments	Voucher Number
Payroll Journals	Journal Pay Run summary
A/P Expense Transfers	Voucher Number from A/P expense
Revenue Transfers	90 _ _ _ (- N) for Non-Student Revenue
Support Transfers	To/From Department #